**Vice Chair/Playathon Role and Responsibilities**

**Role:**

The purpose of the Vice chair/playathon is to lead the once-a-year fundraising effort (Playathon) on behalf of the Moreau Catholic High School band. The playathon is the only fundraising event for band and it is held in the beginning of the school year. The Vice Chair will coordinate with the Band Director and Treasurer in obtaining the cash box when collecting funds at the banquet

Responsibilities broken down by month:

August

Work with the Institutional Advancement office to get updated Playathon pledge form. ( Colleen Kelly)

Ask school office to print pledge forms and parent letter (have enough printed for each student plus for Mr. Newton)

Mr. Newton to pass out pledge forms to all band classes

Obtain raffle tickets for 50/50 raffle (for the beginning of year band/playathon dinner) Need to work with business office for the proper forms for tax purposes

Create posters for 50/50 raffle (tickets $1 each; 25 for $20)…50% of proceeds go to the winner. The business office will mail a check to the winner.

September

Ask band treasurer chair to obtain cash box for band dinner

Also ask for a receipt book for any cash Playathon donations

Band dinner:

Give speech about Playathon

Lead efforts for 50/50 raffle… sell tickets before/during dinner

Collect pledges & document donations … use final band roster to note donations

Credit card donations accepted – keep all credit card information confidential

At performance intermission, select winning ticket (wins 50% of 50/50 raffle)

Hand over remaining 50/50 raffle funds to treasurer for delivery to business office/get receipt for funds

Pledges:

Use final band roster as the master list for donations. List should be in Excel for easier computations. Identify cash/check/pledge/credit card and amount

Record all donations on Excel spreadsheet

Provide Mr. Newton with a rough estimate of the intake

E-mail all parents who did not provide pledges by Playathon/banquet evening

After initial e-mail, wait 5 days for donations. Then call parents.

Personally contact parents who have not made pledges/donations.

Goal – 100% participation; $100 donation requested (donations to the Mariner fund can be allocated to the Band)

**Policy**

Per school policy, no monies can be exchanged without the cash box. The treasurer or any other band parent club member will not be allowed to accept cash or checks before or after an event. Students will have to pay during school hours via the bookstore on gold days.